



<b>BILLING INFORMATION</b>	
<b>Agency/Organization/Division:</b>	
<b>To the Attention of:</b>	<b>Telephone Number:</b>
<b>Address:</b>	<b>Zip Code:</b>
<b>SAAS Agency Number:</b>	<b>Fund Code:</b>
Please Note! Written cancellations must be received in the Office of Training two weeks prior to your scheduled class or your agency will be billed! If you are attending an agency sponsored session, you must give your agency coordinator at least two weeks notice to make a cancellation and/or substitution.	
<b>APPROVAL SIGNATURES</b>	
<b>Applicant Signature:</b>	<b>Date:</b>
<b>Supervisor Approval:</b>	<b>Date:</b>
<b>Organization Approval/Certifying Official:</b>	<b>Date:</b>
<b>Organization Training Coordinator:</b>	<b>Date:</b>
The Mississippi State Personnel Board Office of Training is committed to the principle of affirmative action and shall not discriminate against otherwise qualified persons on the basis of race, color, religion, sex, age, national origin, disability, or veteran's status in its admission, facility and program accessibility or services.	

**MAIL/HANDMAIL ADDRESS:** State Personnel Board Office of Training  
Robert G. Clark, Jr. Building  
301 North Lamar Street, Suite 203  
Jackson, MS 39201

**FAX NUMBER:** (601) 957-7760

Please refer to the State Personnel Board website at [www.spb.state.ms.us](http://www.spb.state.ms.us) for more information.

**Administrative Support Certification Program**

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**Basic Supervisory Course Program**

Dianne Macon, CPM (601) 957-8724 – BSC Program Coordinator  
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**Certified Public Manager Program**

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